

# GRADUATE BULLETIN

2001 - 2002



LaGrange College

LaGrange, Georgia

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# 2001 - 2002

## BUSINESS DEPARTMENT CALENDAR

### Quarter System

#### 171<sup>ST</sup> Academic Year

#### Fall Term 2001

August 25	New student orientation
August 28	Placement tests for mathematics and English
August 29	Fair on the Square, LaFayette Square
August 30	Convocation 7:00pm
September 5	Registration for new and returning Evening students not prepaid — 3:00-7:00pm
September 6	Registration for new and returning Evening students not prepaid — 12:30-4:30pm
September 10	Fall classes begin
September 14	Final day for drop and add and late registration. No refund for individual classes dropped after this date.
September 25	Academic Profile Testing, Bailey Room, Smith Hall 7:00pm
September 28	Last day to drop a class with an automatic "W"
October 4	No classes, Fall break
October 10-11	Midterm examinations
October 11- 20	<i>The Mousetrap</i> , Price Theater
October 19	Deficiency notices due in Evening College office by 5:00pm
October 25	COMP Testing, Seniors, Bailey Room, Smith Hall 7:00pm
October 29-30	Pre-registration for Winter term
October, 30	Graduation petitions due for seniors graduating winter 2002
November 1	Last day to drop a class
November 8	Final day Fall classes
November 9	Reading Day
November 12-13	Final examinations
November 14-18	<i>Agnes of God</i> , Price Theater
November 20	Grades due to Registrar
December 1, 2	Christmas on the Hill

**Winter Break: November 21 through January 1**

#### Winter Term 2002

January 2	Registration for new and returning Evening students not prepaid
January 2	Graduation petitions due for seniors graduating spring 2002
January 9	Final day for drop and add and late registration. No refund for individual classes dropped after this date.
January 21	Martin Luther King, Jr. Day no classes
January 24	Last day to drop a class with an automatic "W"
January 30-31	Midterms
February 7	Deficiency notices due in Evening College office by 5:00pm
February 13-14	Pre-registration for Spring term
February 19-20	Placement tests for mathematics and English
February 21	Last day to drop a class
February 28	Final day Winter classes
March 1	Reading day

March 2	Final examinations
	Saturday examination schedule:
	5:50pm classes, M/W 8:00-10:00am
	8:00pm classes, M/W 10:30-12:30pm
	5:50pm classes, T/R 1:00-3:00pm
	8:00pm classes, T/R 3:30-5:30pm

## Spring Term 2002

March 4	Registration for new and returning Evening students not prepaid – 10:00am - 5:30pm
March 4	Spring classes begin
March 7-16	<i>Hay Fever</i> ; Price Theater
March 8	Final day for drop and add and late registration. No refund for individual classes dropped after this date.
March 20	"Graduate Salute" 10:00am-7:00pm, Bailey Room
March 21	"Graduate Salute" 10:00am-4:00pm, Bailey Room
March 22	Last day to drop a class with an automatic "W"
March 25	COMP testing, Seniors, Bailey Room, Smith Hall 7:00pm
April 1-5	Spring break
April 10,11	Midterms
April 19	Deficiency notices due in Evening College office by 5:00pm
April 25-	<i>The Children's Hour</i> ; Price Theater
May 4	
May 1, 2	Pre-registration for Summer and Fall Terms 2002
May 2	Graduation petitions due for seniors graduating summer, fall 2002
May 3	Honors Day
May 9	Final day Spring classes
May 10	Reading Day
May 11	Final examinations
	Saturday examination schedule:
	5:50pm classes, M/W 8:00-10:00am
	8:00pm classes, M/W 10:30-12:30pm
	5:50pm classes, T/R 1:00-3:00pm
	8:00pm classes, T/R 3:30-5:30pm
May 15	Grades due for seniors by 12:00
May 17	Grades due, undergraduates
May 17	Graduation rehearsal 9:30 am
May 17	Baccalaureate service, First United Methodist Church 7:00pm
May 18	Graduation on the Quadrangle 8:30am

## Summer Session 2002

June 4	Registration
June 4	Summer classes begin
June 11	Last day for drop and add or late registration. No refund for individual classes dropped after this date.
June 20	Last day to drop a class with an automatic 'W'
June 26-27	Midterms
July 4	Independence Day, no classes
July 10	Last day to drop a class
July 18	Final exams
July 26	Grades due to Registrar

# 2001 - 2002

## EDUCATION DEPARTMENT CALENDAR

### Semester System

#### The 171<sup>st</sup> Academic Year

#### Fall Semester 2001

August 20	New faculty assemble
August 21	Faculty and staff workshops
August 27-29	New student orientation
August 29	Registration for new and returning students not prepaid—Registrar's Office, Smith Hall. Advisors for freshman, transfer and readmitted students are available. Late registration fee after this date.
	Fair on the Square, Lafayette Square—5:00 p.m.
August 30	Classes begin
	Opening Convocation—7:00 p.m.
September 3	Labor Day—College closed—No classes
September 7	End drop/add period and late registration. No refunds for individual courses dropped after 5:00 p.m. "I" grades must be changed to permanent grades.
October 1,2	Interim Term Pre-registration
October 3	Last day to drop a class with an automatic "W"
October 4,5	Fall Break—No Classes
October 10	Midterm
October 12-14	Special Olympics
October 19-21	Homecoming/Parents Day
October 22-30	Advising period and pre-registration for students. Students completing degree requirements by end of spring term should file petitions for graduation. Students may declare majors. Advisors available.
November 10	Fall Visitation Day
November 16	Last day to drop a class
November 20	Last day of classes before Thanksgiving break
November 21-23	Thanksgiving holidays—Administrative offices open Nov. 19-21
November 26	Classes resume after Thanksgiving break
December 1,2	Christmas on the Hill
December 4	Last day of class
December 5	Reading Day
December 6-12	Exams
December 12	Begin term break—5:00 p.m.
December 17	Grades due
	Last day to pre-pay or confirm pre-registration for Interim and Spring Terms 2002; otherwise, pre-registered students must go through registration, January 2, 2002.
December 21	Holidays for administration and staff begin
December 26	Administrative offices open

## Interim Term, January 2002

January 1	Administrative offices closed
January 2	Residence halls open. Registration for new and returning students not prepaid-Registrar's Office, Smith Hall. Advisors available Mandatory first meeting for all Interim term classes, 2:00 p.m. Graduation petitions for May graduates due in Dean's Office.
January 7	End drop/add, 5:00 p.m. No refund for individual classes dropped after this date. Last day for late registration.
January 11	Last day to drop a class with an automatic "W"
January 18	Last day to drop a class
January 21	Martin Luther King, Jr. Day- College closed. No classes.
January 30	Last day of class
February 8	Interim term grades due

## Spring Semester 2002

January 31	Registration for new and returning students not prepaid-Registrar's office, Smith Hall. Advisors for freshman, transfer and readmitted students are available.
February 1	Classes begin
February 18	End drop/add at 5:00 p.m. No refund for individual classes dropped after this date. "I" grades must be changed to permanent grades. Last day for late registration.
February 15-16	Scholars' Weekend
March 1	Last day to drop a class with an automatic "W"
March 2	Make-up for snow, if necessary
March 9	Spring Visitation Day
March 22	Midterm
April 1-5	Spring break-administrative offices open.
April 22 - May 3	Advising period and pre-registration for upper class students. Students completing degree requirements in summer or fall should file petitions for graduation. Students may declare majors. Advisors available.
April 30	Last day to drop a class
May 3	Honors Day
May 4	May Day
May 7	Last day of class
May 8	Reading Day
May 9-14	Exams
May 15	Grades due for graduates by 12:00 noon
May 17	Graduation rehearsal, faculty marshals and student marshals attend-9:30 a.m. Senior brunch-faculty invited.
May 17	Grades due 5:00 p.m.
May 17	Baccalaureate at First United Methodist Church-7:00 p.m.
May 18	Graduation on Quadrangle-8:30 a.m.
May 27	Memorial Day-College closed

## Summer I Term 2002

June 2	Residence halls open
June 3	Registration-Registrar's Office, Smith Hall
June 4	All classes meet
June 7	End drop/add at 5:00 p.m. No refund for individual classes dropped after this date.

June 14	Last day to drop a class with an automatic "W"
June 28	Last day to drop a course
July 4	Holiday--no classes
July 5	12:00 and 2:00 classes have exams during class times
July 8	7:30 and 9:30 classes have exams during class times
July 9	Grade reports due at noon
<b>Summer II Term 2002</b>	
July 7	Residence halls open
July 8	Registration--Registrar's Office, Smith Hall
July 9	All classes meet
July 12	End drop/add, 5:00 p.m. No refund for individual classes dropped after this date.
July 19	Last day to drop a class with an automatic "W"
August 2	Last day to drop a class
August 9	12:00 and 2:00 classes have exams during class times
August 12	7:30 and 9:30 classes have exams during class times
August 13	Grade reports due by noon

## ABOUT LAGRANGE COLLEGE

### General Information

The *LaGrange College Graduate Bulletin* is subordinate to the *LaGrange College Bulletin*. All policies not specifically addressed in this *Graduate Bulletin* are detailed in the *LaGrange College Bulletin*. This *Graduate Bulletin* details policies, procedures, degrees, and courses that are unique to the graduate program. Inquiries regarding policies not covered should be addressed to the Vice President for Academic Affairs and Dean.

The College reserves the right to make modifications in the degree requirements, courses, schedules, calendar, regulations, fees, and other changes deemed necessary or conducive to the efficient operation of the College. Such changes become effective as announced by the proper College authorities.

### Mission

*LaGrange College is called through The United Methodist Church to challenge the minds and inspire the souls of students by improving their creative, critical and communicative abilities in a caring and ethical community.*

LaGrange College, established in 1831, is owned by the North Georgia Conference of the United Methodist Church. LaGrange College is proud of this relationship and believes that its mission is an extension of the work of The United Methodist Church. LaGrange College is committed to the free, uninhibited pursuit of truth. Academic freedom and free expression of faculty and students are integral to the LaGrange College ethos. LaGrange College is committed to challenging the minds and inspiring the souls of students by improving their creative, critical and communicative abilities. Faculty recognize the part they play in a student's development by serving as mentors and role models. The total LaGrange College program — curricular and co-curricular — is designed to challenge and support students as they deal with fundamental issues of self, world, and God.

The principal curricular methods by which the College assists students in the improving of their creative, critical, and communicative abilities is an interdisciplinary, technologically sophisticated liberal arts program (A.A., B.A., B.S., B.M.), professional programs in business (B.S., B.A., M.B.A.), nursing (B.S.N.) and education (B.A., M.Ed., M.A.T.), and continuing education. The principal co-curricular means is through a comprehensive program of student life and athletics. LaGrange College strives to be a caring and ethical community. The hallmark of the LaGrange College community is the quest for civility, diversity, service, and excellence.

*Adopted by Faculty, Administration, and Board of Trustees, 1997.*

# Accreditation

LaGrange College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the degrees of Associate of Arts, Bachelor of Arts, Bachelor of Music, Bachelor of Science, Bachelor of Science in Nursing, Master of Education, Master of Arts in Teaching, and Master of Business Administration.

LaGrange College is also approved by the United Methodist University Senate. It has membership in the National Association of Independent Colleges, and the Association of Private Colleges and Universities in Georgia. The Georgia Professional Standards Commission, which confers professional certificates upon college graduates meeting requirements in early childhood, middle grades, or secondary education, has approved LaGrange College's program of teacher education.

The Bachelor of Science in Nursing program is accredited by the National League for Nursing.

The undergraduate and graduate programs in business administration are accredited by the Association of Collegiate Business Schools and Programs.

## FINANCIAL INFORMATION

### Payment of Charges

All charges for the term are due and payable at registration, and each student is expected to make satisfactory arrangements at that time. Realizing that some families prefer to pay charges on a monthly basis, the College has made arrangements with Academic Management Services to offer persons this type of service. The plan is an agreement between the student and the company, and there is no involvement by LaGrange College in the agreement. For additional information, contact the Business Office staff.

LaGrange College also offers a deferred payment option that allows the student to make monthly payments to cover educational costs. A service charge will be assessed to students who choose the Deferred-Payment Plan.

Students who enter into employer-reimbursement plans for their educational costs must provide the College with a copy of that agreement at the time of registration. No payment will be due at registration in instances where the employer covers 100 percent of the costs of tuition and books. If the employer reimburses at a lesser rate, a down payment of the residual amount will be required. Payment for all charges on a student's account becomes due and payable when grade reports are distributed.

### Expenses

1. Admission  
Application for admission (not refundable) \$ 20.00
2. Tuition charges for 2001 - 2002
  - A. Graduate (MBA) business courses  
per quarter hour \$ 260.00
  - B. Graduate (MED and MAT) education courses  
per semester hour 503.00
  - C. Audit  
Business courses (quarter hour) 260.00  
Education courses  
(per semester hour) 503.00All requests for audit courses must be approved by the instructor and the Vice President for Academic Affairs.

3.	Fees - Miscellaneous	
	Late registration	\$ 20.00
	Personal checks failing to clear bank	\$ 15.00
	Student Identification Card	
	Replacement fee	5.00
	Documents fee (International	
	Students)	175.00
	Parking permit (per year)	15.00
	Testing fee (all new students)	60.00

4. Graduate students desiring to reside on campus should refer to the Bulletin for room and board charges and policies.

## Refund Policy

No refund of charges of any nature will be made to any student who is suspended or dismissed for disciplinary reasons.

No refunds will be made for individual courses dropped after dates established by the school calendar.

In the event of complete withdrawal from College after registration, refund of tuition will be made on the following basis:

The College is required to calculate the amount of Title IV aid the student has "earned" in the term. This is accomplished by dividing the number of days a student completes in a credit-hour term by the total number of days within the term. If the resulting percentage is less than 60 percent, only that portion of the aid is the student eligible to receive with the residual being returned to the Title IV program. Once the student has completed 60 percent of the term, the student will have earned 100 percent of the Title IV aid. For example, in the Fall Semester 2001, a student must complete through November 1<sup>st</sup> in order to earn 100 percent of the aid awarded.

In certain cases, these refund requirements may leave an indebtedness on the student's account. It is therefore imperative that the student fully discuss the ramifications of withdrawing with the Financial Aid Office prior to making a final decision.

The enrollment period is counted as the length of time from the first day of classes to the last day of classes.

## **Credit Balances**

Students who have a credit balance on their student accounts receivable may obtain a credit balance refund within fourteen (14) days of whichever is the latest of:

- the date the balance occurs;
- the first day of classes of a payment period or enrollment period, as applicable; or
- the date the student rescinds authorization given the school to hold the funds.

## **Students Receiving Financial Aid**

LaGrange College does not advance any funds to students prior to the date of final registration. A student who plans to withdraw from the College must make an official notification of his/her plan. At LaGrange College, the Registrar's Office has been identified as the official office of notification.

A student will not receive a refund until all financial aid programs have been reimbursed. Refunds will be returned in the order indicated below:

- 1<sup>st</sup> to Unsubsidized Federal Stafford Loan Program
- 2<sup>nd</sup> to Subsidized Federal Stafford Loan Program
- 3<sup>rd</sup> to Federal Perkins Loan Program
- 4<sup>th</sup> to Federal PLUS Program
- 5<sup>th</sup> to Federal Pell Grant Program
- 6<sup>th</sup> to Federal SEOG Program
- 7<sup>th</sup> to other Title IV Programs
- 8<sup>th</sup> to other federal, state, private, or institutional assistance programs
- 9<sup>th</sup> to the student

## **Federal Tax Credits**

The Tax Reform Act of 1997 provided two tax credits for higher education. The "Hope Credit" provides a \$1,500 tax credit for the first two years of post-secondary education in a program that leads to a degree, certificate, or other recognized educational credential. The student must be enrolled at least halftime. Qualified expenses are for tuition and fees and do not include room, board, books, insurance, and other similar expenses.

The second tax credit is the "Lifetime Learning Credit" which provides a \$1,000 per year tax credit (per family). For additional information about these two credits, please consult the Business Office or your tax preparer.

These taxcredits are phased out as your modified adjusted gross income exceeds certain limits. Please check with your tax advisor regarding these limits.

## FINANCIAL AID

### Philosophy

LaGrange College believes that the student should contribute to the educational expenses of attending a college or university to the extent of their ability. The Financial Aid Office is available to assist students in meeting the difference between the cost of education at LaGrange College and what the student can contribute. The Financial Aid Office at LaGrange College attempts to defray the cost of education from all available Federal, State, and institutional sources. The student should be prepared to assume a measure of responsibility in meeting educational expenses through self-help financial aid sources such as student loans.

### General Information

Students in need of financial assistance must complete a federal need analysis form, the Free Application for Federal Student Aid (FAFSA). The FAFSA collects student and spousal, if applicable, income and asset information needed to determine eligibility for financial aid. This information is used in a federal need analysis calculation to determine the Expected Family Contribution (EFC).

The Financial Aid Office establishes a Cost of Attendance Budget that discloses the annual costs for a student to attend LaGrange College. The Cost of Attendance includes tuition, fees, room, board, books and supplies, and living expenses. Other components of the Cost of Attendance, which is applied on an individual basis, are childcare expenses, study abroad, and the purchase of a computer. These items may require documentation from the student. Below is the Cost of Attendance Budgets for the 2001-2002 academic year.

Master of Business Administration	\$17,650
Master of Education or Master of Arts in Teaching	\$18,990

The Expected Family Contribution (EFC) is deducted from the Cost of Attendance at LaGrange College to determine whether a need for financial assistance exists. If the student's EFC is less than the Cost of Attendance, a financial need is established. The Financial Aid Office attempts to meet the financial need of applicants from federal, state, and institutional sources.

## Financial Aid Application Procedures

### Applicants for financial aid must:

- Apply and be accepted as a regular degree-seeking student in an eligible program at LaGrange College. *Students conditionally accepted into a master's program are not eligible for financial assistance until all admission requirements are met for entry into their chosen program. This includes submission of GRE or Praxis test scores.*
- Complete and submit a Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA annually.
- Complete and submit a LaGrange College Financial Aid Application.
- Submit all required documents for verification if selected.

### Verification

Verification is the process of evaluating the accuracy of financial information provided on the Free Application for Federal Student Aid. The U.S. Department of Education randomly selects approximately 30% of all financial aid applications for verification. The Financial Aid Office may select additional applications for verification if conflicting or incomplete information exists. A financial aid award cannot be provided until the verification process is completed.

Students selected for verification will be asked to verify, at a minimum, the following: adjusted gross income, federal income tax paid, earned income credit, family size, number of family members in college, and untaxed income. Most students will be asked to complete a verification worksheet and provide copies of applicable federal tax returns. If discrepancies are found during verification, the Financial Aid Office will transmit the corrected information to the Central Processor. The results are usually received within seven days. Once the corrected financial aid information is received and provided all other eligibility requirements are met, an official financial aid award letter will be mailed.

### Financial Aid Eligibility Requirements

#### **In general, to be eligible for financial assistance, the applicant must:**

- Be an U.S. Citizen or permanent resident alien of the United States
- Be accepted for admission or currently enrolled in an approved degree-seeking or teacher certification program
- Be making Satisfactory Academic Progress towards the completion of your degree program

- Not be in default on any federal educational loan or have made satisfactory arrangements to repay the loan
- Not owe a refund on a federal or state grant
- Not have borrowed in excess of federal loan limits
- Be registered with Selective Service, if required

## **Student Financial Aid Rights and Responsibilities**

Students have the right to know:

- The procedures for applying for financial assistance and eligibility requirements
- Financial aid resources available and eligibility requirements
- Refunds and Repayment Policy in the event of complete withdrawal from school
- Cost of Attendance at LaGrange College
- Deadlines for applying for financial aid
- When and how your financial aid award will be disbursed
- Your loan indebtedness and estimated monthly payments
- Academic Programs available at LaGrange College
- Name of associations and agencies accrediting the institution and its programs
- Campus Security Statistics
- Athletic Program Participation Rates and Financial Support Data
- Completion and Graduation Rates

Students have the responsibility to:

- Submit complete and accurate financial aid applications.
- Observe all deadlines for submission of financial aid documents.
- Maintain regular class attendance in all courses for which financial assistance was awarded.
- Maintain satisfactory academic progress towards the completion of their chosen degree or certification.
- Notify the Financial Aid Office and lenders of any change in address or name.
- Complete required Entrance and Exit Interviews for Federal Stafford and Federal Perkins Loan.
- Respond to all communications regarding student loans and financial aid awards.
- Comply with all eligibility requirements for financial aid award funds.
- Be conscientious in attendance and quality of work when participating in a work-study job.
- Repay student loan received for education pursuits regardless of whether he/she graduates.
- Notify the Financial Aid Office of any financial assistance to be received from an external source (VA Educational Assistance, Vocational Rehabilitation, Employer Reimbursement etc.)

## Financial Aid Sources

Financial assistance for graduate study is primarily limited to student loans and a few state and institutional grants or scholarships. Available financial aid sources are outlined below.

**Federal Stafford Loan** is a low interest, repayable loan available to undergraduate and graduate students regardless of income. The interest rate is variable on Stafford loan but will not exceed 8.25%. The interest rate is adjusted each July 1. Federal Stafford Loans allow for a six (6) month grace period before the borrower begins repayment. Borrowers have a maximum of ten (10) years to repay their student loan. Loans are available through banks, credit unions, and other lending institutions. The only qualification for receiving a Federal Stafford Loan is to meet the eligibility requirements for financial assistance. The student is not subject to credit approval for this loan. All eligible financial aid participants may borrow from the Federal Stafford Loan program.

The Stafford Loan Program is composed of two loan types, subsidized and unsubsidized. A **subsidized loan** is awarded on the basis of financial need. Subsidized loan borrowers will not pay interest on the loan while enrolled in school, during the grace period or during authorized periods of deferment. The federal government pays the interest. An **unsubsidized loan** is not awarded on the basis of financial need. Any student regardless of income may participate in this loan program. However, interest does accrue while the student is enrolled in school, during the grace period, and during periods of deferment. The borrower has the options of paying the accrued interest or having the interest capitalized. Capitalization adds the interest to the principal amount of your loan. This option will increase your loan indebtedness.

The maximum Federal Stafford Loan a graduate student may borrow each academic year is \$18,500—\$8,500 from the Federal Subsidized Loan and \$10,000 from the Federal Unsubsidized Stafford Loan. The Federal Stafford Loan Program has a maximum aggregate (lifetime) limit on the amount of funds a student may borrow. The aggregate loan limit for graduate students is \$138,500, which include loans received as an undergraduate student.

**Federal Perkins Loan** is a low interest, repayable loan awarded to undergraduate and graduate students with exceptional financial need. The interest rate is 5% and no interest accrues on the loan while the borrower is enrolled half time and during the grace period. Repayment begins nine months after graduating or withdrawal from school. This loan program has cancellation provisions for critical fields of study. Contact the Financial Aid Office for more information.

*Loan Repayment*

Student loans are excellent sources of financial assistance in defraying education costs. However, borrowers should always remember that they are obligated to repay these loans. LaGrange College encourages students to borrow responsibly. The chart below provides typical repayment information of student loans and assumes that Unsubsidized Stafford Loan borrowers paying accrued interest while enrolled and during their grace period.

Amount Borrowed	Number of Payments	5% Payment	5% Total Interest	8.25% Payment	8.25% Total Interest
\$ 1,000	18	\$ 58	\$ 40	\$ 59	\$ 67
2,000	36	60	158	63	265
2,625	48	60	277	64	466
3,000	60	57	397	61	671
3,500	72	56	558	62	949
4,000	84	57	749	63	1279
5,000	120	53	1364	61	2359
5,500	120	58	1500	67	2595
6,000	120	64	1637	74	2831
7,000	120	74	1910	86	3303
8,000	120	85	2182	98	3775
8,500	120	90	2319	104	4011
9,000	120	95	2455	110	4246
10,000	120	106	2728	123	4718
11,000	120	117	3001	135	5190
12,000	120	127	3273	147	5662
13,000	120	138	3546	159	6134
14,000	120	148	3819	172	6606
15,000	120	159	4092	184	7077
16,000	120	170	4365	196	7549
17,000	120	180	4637	208	8021
18,000	120	191	4910	221	8493
19,000	120	202	5183	233	8965
20,000	120	212	5456	245	9437
21,000	120	223	5729	257	9908
22,000	120	233	6001	270	10380
23,000	120	244	6274	282	10852
24,000	120	255	6547	294	11324
25,000	120	265	6820	307	11796
26,000	120	276	7092	319	12268
27,000	120	286	7365	331	12739
28,000	120	297	7638	343	13211
29,000	120	308	7911	356	13683
30,000	120	318	8184	368	14155

## **Georgia Student Assistance Programs**

HOPE Teacher Scholarship provides forgivable loans to graduate students who are residents of Georgia and are pursuing an advanced educational degree in a critical field. Contact the financial aid office for more information.

### ***LaGrange College Financial Assistance Programs***

**LaGrange College Teacher Discount** is available to a teacher in the Troup County School System with a current teaching contract pursuing a Master of Education or Master of Art in Teaching. The discount is 25% of assessed tuition only. To receive the discount the student must provide a copy of their teaching contract to the Business Office.

## **Disbursement of Financial Aid**

All financial aid funds are credited directly to the student's account. The funds are applied towards current tuition, fees, room, board, and other charges as authorized by the student. Financial aid funds are for educational expenses and those students who fail to enroll or attend classes are not eligible for their financial aid award. Disbursements will only be made to students who have submitted all required documents for disbursement, are registered and have begun attendance in all classes, are meeting Satisfactory Academic Progress standards, and are enrolled for the appropriate number of credits hours to establish eligibility for individual financial aid programs. Financial aid disbursements are based on the recipient's enrollment status at the conclusion of late registration. Below are individual enrollment and eligibility requirements for disbursement of financial aid programs.

## **Disbursement of Excess Financial Aid**

Students with residual financial aid funds after tuition, fees, room, board, and other authorized charges are paid will receive a refund of the remaining credit balance within 14 days of the first day of classes or 14 days from the date the credit occurs (if after final registration). All refunds must be retrieved from the Business Office and requires a picture ID before disbursement.

If the student wishes to leave the credit balance on their account for subsequent terms, he/she must sign an authorization form with the Business Office.

## **Student Financial Aid and Federal Tax Implications**

Students receiving scholarships and grants that exceed their tuition, fees, book and supplies should be aware that these funds are taxable under federal and state tax law. It is important that students maintain records of their grants and scholarships and documentation of educational expenses for reporting purposes.

Federal tax law allows for only qualified scholarships and grants to be excluded from income. Qualified scholarships are any amount of grant and scholarship received that is used for tuition, fees, books, supplies and equipment required for course instruction. Scholarships and grants that are specifically designated for educational expenses other than those described under qualified scholarships (room, board, transportation, or living expenses) are taxable.

For information, please read IRS Publication 520, "Scholarships and Fellowships," for more details on reporting requirements or consult a tax professional.

## **Suspected Fraud**

Institutions are required to report cases of suspected fraud to the Office of the Inspector General of the Department of Education, or, if more appropriate, to the state or local law enforcement agency having jurisdiction to investigate these allegations. Fraud may exist if the institution believes the applicant misreported or altered information in order to increase their financial aid eligibility or fraudulently obtain federal funds.

## ACADEMIC POLICIES

### **Class Attendance Regulations**

A student is expected to attend all classes, including labs, for all courses for which he or she is registered. The student is solely responsible for accounting to the instructor for any absence. An instructor may recommend that the Vice President for Academic Affairs and Dean drop from class, with a grade of "W" or "WF", any student whose absences are interfering with satisfactory performance in the course.

### **Probation and Dismissal**

#### **A. Probation**

Graduate students whose cumulative GPA falls below 3.0 at the end of a term or who fail to make sufficient academic progress will be placed on academic probation. The students will receive a letter from the Vice President for Academic Affairs and Dean informing them of their status. Students may remain on academic probation for two terms. The Summer Term is considered a regular term in the College's graduate programs. These students are no longer on probation when their cumulative GPA becomes 3.0 or above. In the event that their GPA does not rise to 3.0 or above within two consecutive terms from the date of academic probation, the students are subject to dismissal from the College. Only graduate courses taken at LaGrange College will be used to compute GPA.

#### **B. Dismissal**

Graduate students may not be dismissed from graduate studies for academic reasons unless they were first placed on academic probation. Graduate students who have been dismissed from graduate studies normally will not be readmitted unless it is mathematically possible that they can achieve a GPA of 3.0 or above prior to completing standard degree requirements. Students who are dismissed for academic reasons may appeal their dismissal to the Vice President for Academic Affairs and Dean within ten (10) working days following receipt of their notice.

### **Academic Calendars**

The Graduate programs in Education follow the 4-1-4 academic calendar of the Day program. The Master of Business Administration program adheres to the quarter schedule of the Evening College. The calendars are printed at the front of this bulletin.

# Honor Code

Students at LaGrange College sign the Honor Code, which states,

As a member of the student body of LaGrange College, I confirm my commitment to the ideals of civility, diversity, service, and excellence. Recognizing the significance of personal integrity in establishing these ideals within our community, I pledge that I will not lie, cheat, steal, nor tolerate these unethical behaviors in others.

The Honor Council deals with students accused of violating the Honor Code. The Honor Council is selected each spring by the outgoing Chair of the Honor Council, The Dean of Students, and the Vice President for Academic Affairs and Dean. A member of the faculty serves as advisor. Members of the faculty are strongly urged to support the efforts of the Honor Council by reporting all suspected violations of the Honor Code. The Honor Code assumes that any student witnessing or otherwise having knowledge of an Honor Code violation will report the violation to the course instructor, the Chair of the Honor Council, or the Vice President for Academic Affairs and Dean. (For a complete description of the Honor Code, please see the *Student Handbook*.)

The following are violations of the Honor Code:

1. Lying.
2. Cheating by either giving aid to or receiving aid from a student or other source without the consent of the faculty member or plagiarizing (using another person's words or ideas without documenting them properly).
3. Stealing (intentionally taking or appropriating without the right or permission any individual, organizational, or institutional property. This includes, but is not limited to, stealing off campus, stealing from any person or business representatives on this campus, stealing from a computer company or any other computer-related theft, from the telephone system, vending machines, a residence hall visitor, or any other business while it is on this campus, and removal of any material or equipment from the Library or other facilities without permission.)
4. Failure to report a violation of the Honor Code.
5. Failure to appear before the Honor Council as requested by written notice.
6. Failure to maintain confidentiality regarding an Honor Council case.

Sanctions include: a grade of F in the course; suspension for one academic term; dismissal from the College; or lowering the final grade in the course by one letter or assigning a grade of zero to the related academic work (assignments, tests, case study, etc.). An investigation and hearing shall be confidential and those within the bounds of confidentiality shall not divulge anything that is said or done with regard to these proceedings to anyone outside the bounds of confidentiality. Should anyone outside the bounds of confidentiality receive information which is considered to be confidential, he or she will automatically be bound by confidentiality. Those within the bounds of confidentiality include Council members, the faculty advisor to the Council, the Vice President for Academic Affairs and Dean, the President, accusers, the accused, witnesses, persons interviewed during the investigation, victims, and the College's attorney. In addition, the accused may include within the bounds of confidentiality his or her parents, faculty, staff, minister, personal or legal counsel.

All tests at the College are conducted under the Honor Code. Accordingly, instructors may leave the room during the examination and students are on their honor to do their own work. The Honor Code should be abbreviated on the outside of the test and signed by the student before handing in the examination. The student should leave all books and materials not pertaining to the test either in the hall outside the classroom, or next to the wall in front of the classroom. Students should take the test in the designated classroom, except under extenuating circumstances or by prior arrangement.

Work prepared out of class should be that of the individual. Any assistance from fellow students, books, periodicals, or other materials should be carefully acknowledged. Instructors should give specific guidance regarding what constitutes a violation of the Honor Code. If any doubts about plagiarism arise, a question should be raised by the instructor.

A student should never copy a section of an old term paper and submit it as his or her own, and the student should be guided in the use of these materials by the wishes of the instructor.

Every person found to have violated the Honor Code has the right of subsequent appeal.

Such appeal is made to the Academic Dean of the College. The Appeals Board shall be the President of the Student Government Association, the Appeals Representative of the Honor Council, a student member selected for each Appeals hearing selected by the Academic Dean and the President of the Honor Council, the President or Past President of the Faculty Assembly, and the Academic Dean. The appeal is heard from the record of the Honor Council hearing, the attending written statement of the student requesting the appeal, and the written statement of the Honor Council President. The Appeals Board has the discretion to overturn the Council's decision and/or change a sanction imposed by the Council, but it is confined to the approved sanctions in the Honor Code.

# Academic Appeals

Graduate students at LaGrange College have the right to appeal academic decisions including grades. Appeals by students must be in writing and the response to the student must be written. Appeals must first be submitted to the level which originated the decision.

## A. Grade Appeals

An appeal of a grade must be submitted first to the professor who assigned the grade. If not resolved satisfactorily, the appeal must be submitted in writing to the Graduate Council. The chair of the Graduate Council will appoint a subcommittee of three committee members, none from the originating department. Their decision is final.

## B. Other Academic Appeals

Appeals other than grades should be filed in the following order if not resolved at a lower level: Professor, Department Chair, Division Chair, the Graduate Council, Vice President for Academic Affairs and Dean, and ultimately, the President. As an example, an appeal of a policy or decision must be submitted to the department. An appeal of a College requirement must be submitted to the Vice President for Academic Affairs and Dean.

# Grades and Credits

The definitions of grades given at LaGrange College are as follows:

A	superior
B	above average
C	average
D	below average
F	failing
I	incomplete. This grade is assigned in case a student is doing satisfactory work but for some reason beyond the student's control has been unable to complete the work during that term.
P	pass
NC	no credit or non-credit

W	withdrawn. During the first three weeks a student may withdraw from a class with an "automatic" "W." After this trial period the student may withdraw, but the grade assigned, "W" or "WF," will be at the discretion of the professor.
WF	withdrawn failing. The grade of "WF" is included in computing the grade-point average.
AW	audit withdrawn
AU	audit complete
NR	grade not reported by instructor at the time the report issued.

A student may register for a course on a non-credit basis, for which he or she pays full tuition. To have a grade of "NC" recorded, he or she must fulfill all course requirements.

A student may audit a course by paying the audit fee. All requests for audit courses must be approved in writing by the instructor and Vice President for Academic Affairs and Dean. Only lecture courses may be audited. No new freshman student may audit any course during the first semester of residence at LaGrange College.

An "I" is a temporary grade, assigned by an instructor within the last three weeks of the term to students who are doing satisfactory work and who cannot complete the course due to circumstances beyond their control. Should conditions prohibiting completion of a course arise within the first eight weeks, students should withdraw.

An "I" is removed by the date indicated in the academic calendar. Failure to remove an "I" by the date set initiates the following action: The Registrar will write a letter to the student using the address on file. The letter indicates that the student has two weeks to respond. Otherwise the "I" grade will be converted to an "F".

Grades are assigned and recorded for each course at the end of each term. Formal reports of grades are also issued at the same time. Transcripts are withheld for any student who is under financial obligation to the College.

## DEGREE REQUIREMENTS AND COURSES: MASTER OF BUSINESS ADMINISTRATION

### Statement of Purpose

The Master of Business Administration program is designed to afford area residents an opportunity to advance their formal business training while maintaining full-time employment. The primary purpose of the program is to assist students in their professional growth through a sequence of courses structured to enhance their personal skills and increase their managerial capabilities. The program places emphasis on the crucial importance of ethical decision-making and the increasing role global issues play in the management of the enterprise.

### Admission

Students apply for admission to the LaGrange College MBA program through the Graduate Admission Office. Applicants may enroll any term. The Admission Officer will maintain records of admission and supporting documents, a checklist of entry requirements, and candidacy status. If the prospective candidate does not meet all admission requirements at the time of application, he or she may be admitted to a graduate program on a *conditional* (or other temporary) status. Upon completion of the first academic term, the candidate's status will be reviewed by the Graduate Council.

For **unconditional** acceptance, a student must submit the following:

1. Evidence of graduation from an accredited college or university with a Bachelor's degree, with cumulative grade point average of at least 2.5 (on a 4.0 scale). An official transcript must be obtained from each institution attended.
2. Official Graduate Management Admissions Test (GMAT) score. We recommend a score of at least 400 for unconditional acceptance.
3. A list of three references.
4. A written essay describing the applicant's work experience, future career objectives, and evidence of a minimum of two years of work experience.
5. Foreign students must submit a minimum score on the TOEFL exam of at least 550.
6. An interview with members of the Business Division may be required.
7. A completed formal application with a \$20.00 fee.

## Other MBA (temporary) Admission Classifications

1. **Conditional:** if one or more of the above seven admission requirements is not completed (for example, the applicant has not yet taken the GMAT). This is a temporary status that will be changed when the item is completed. The lacking requirement(s) create(s) a temporary status for the applicant, which will be changed when the item is completed. The item must be completed before a student has received 20 hours of credit toward degree completion.
2. **Probational:** if the applicant is deficient on one or more of the above seven requirements (for example, the applicant has an undergraduate grade point average below 2.5). Normally, this is a temporary status that will be changed when the student has demonstrated the ability to do satisfactory work. The student may take no more than 20 hours under this or any other temporary admission classification.
3. **Non-degree:** if the applicant wants to commence graduate work before the Business Division has considered his/her application. To insure that this is a temporary status, the student may not take more than 20 hours under this or any other temporary admission classification.

## Academic Load

Ten credit hours per term are considered a full academic load. Any regularly enrolled LaGrange College MBA student who desires to enroll for more than 10 hours of coursework in any one term must petition the Division faculty.

## Transfer Credit

No more than 20-quarter hours of graduate-level coursework taken at another institution may be transferred into the MBA program. Credit for coursework taken at another institution is only transferred at the discretion of the Division. To be eligible for transfer credit, coursework must be acceptable, taken within five years of admission into the LaGrange College MBA program, and must reflect a grade of "B" or better. Academic averages are computed on work done only at LaGrange College.

## **MBA COURSE REQUIREMENTS**

**Foundation Courses:** These may be exempted in whole, or in part, upon evidence of satisfactory undergraduate preparation **or** CLEP examination.

BUA 501 Accounting Fundamentals  
BUA 521 Management Fundamentals  
BUA 531 Marketing Fundamentals  
BUA 541 Finance Fundamentals

### **Degree Requirements - Level I: Required** (five courses required)

BUA 603 Quantitative Methods (may substitute BUA 640)  
BUA 612 Managerial Microeconomics (may substitute BUA 615)  
BUA 621 Organizational Behavior  
BUA 636 Marketing Management  
BUA 643 Business Analysis & Valuation (may substitute BUA 644)

### **Degree Requirements - Level II: Electives** (five courses required)

BUA 551 Investments & Portfolio Management  
BUA 601 Cases in Managerial Accounting  
BUA 603 Quantitative Methods  
(elective if BUA 640 is substituted for Level I requirement)  
BUA 605 Advanced Auditing  
BUA 606 Accounting Theory  
BUA 612 Managerial Microeconomics  
(elective if BUA 615 is substituted for Level I requirement)  
BUA 615 Managerial Macroeconomics  
BUA 617 Financial Markets  
BUA 620 Legal & Ethical Environment of Business  
BUA 622 Business Ethics  
BUA 623 Interpersonal Relations in Organizations  
BUA 626 History of Business  
BUA 627 Entrepreneurship  
BUA 628 Human Resource Management  
BUA 629 Training & Development  
BUA 632 Managing Across Cultural Differences  
BUA 635 Quality Management & Problem Solving Tools  
BUA 640 Research Methods

BUA 643 Business Analysis & Valuation  
(elective if BUA 644 substituted for Level I requirement)  
BUA 644 Business Investment Analysis  
BUA 645 Corporate Capital Structure  
BUA 676 Selected Readings  
BUA 680 Special Topics in Accounting  
BUA 681 Special Topics in Economics  
BUA 682 Special Topics in Finance  
BUA 683 Special Topics in Management  
BUA 684 Special Topics in Marketing  
BUA 695/696 Directed Independent Research

### **Degree Requirements - Level III: Capstone Course** (required)

BUA 671 Management Simulation

### **Additional Requirements**

A comprehensive Masters paper and oral review, scheduled during the student's last quarter, are requirements for graduation. A student can receive credit toward the MBA degree for up to two C's after admission into the LaGrange College MBA program. Additional "C" or "D" grades are not accepted for credit but will be included in the computation of a student's grade point average (GPA).

### **Completion of Requirements**

The time limit for completing the MBA degree is five years from the date of initial matriculation. Once this time limit expires, the student must submit a written application for an extension (indicating a completion timetable) to MBA Academic Advisor and, at the discretion of the graduate business faculty, must revalidate courses whose currency has expired.

### **Applying for Graduation**

A total of 55 quarter hours (required courses and elective courses) are required for completion of the MBA. Master of Business Administration students must submit a graduation petition to the office of the Dean of the College no later than one week following pre-registration for the final term. Graduation petitions are available from the MBA Academic Advisor.

## MBA COURSE DESCRIPTIONS (Prefix BUA)

### Foundation Courses

**501. Accounting Fundamentals (5)**

This course will introduce students to the basic concepts in accounting including the analysis of financial statements as a basis for decision-making and problem-solving tools.

**521. Management Fundamentals (5)**

Study of the basic concepts and functions of enterprise management, and of the major perspectives on effective management and utilization of human resources in the organization. Particular emphasis on the management of change and innovation.

**531. Marketing Fundamentals (5)**

An introduction to the important principles of marketing management, the marketing perspective, marketing strategy planning, and the critical importance of this approach on the overall effectiveness of the total enterprise.

**541. Finance Fundamentals (5)**

Focuses on the structure and analysis of financial statements prepared in accordance with U.S. GAAP, providing students with a framework for using financial statement data in a variety of valuation and business analysis contexts.

### Level I - Core Courses: five required

**603. Quantitative Methods for Management (5)**

An examination of the major quantitative tools available to analyze business problems and evaluate alternative solutions. Topics include regression, programming and network models. *BUA 640 may be substituted for this requirement.*

**612. Managerial Microeconomics (5)**

A course in applied microeconomics, the course focuses on the utilization of microeconomic principles in conjunction with mathematical and statistical tools used to analyze and/or make business decisions. *BUA 615 may be substituted for this requirement.*

**621. Organizational Behavior (5)**

A study of the major historical perspectives and the current challenges and opportunities, with respect to maximizing human resource development and effectiveness. Particular emphasis on key aspects of the current literature, and on building individual models of understanding of this dynamic challenge.

**636. Marketing Management (5)**

Advanced study of selected strategic management aspects of the marketing function, with special emphasis on key information gathering and decision-making processes.

**643. Business Analysis & Valuation (5)**

Focuses on analyzing and valuing current and potential investments, with primary emphasis on external expansion opportunities. Accounting-based and discounted cash flow methods of valuation are discussed, as well as the effects that various legal, accounting and tax issues have on such analyses. The course also examines methods of predicting financial distress and alternative forms of financial reorganization. *BUA 644 may be substituted for this requirement.*

**Level II – Elective Courses** (five courses required)

**551. Investments & Portfolio Management (5)**

An introduction to the tools used in the analysis of potential returns and risks of individual securities and how to combine them efficiently into portfolios. The subject matter will be presented primarily from the viewpoint of the individual investor. The course will also examine the equilibrium pricing of capital assets, risk-adjusted evaluations of portfolio performance, the efficiency of the capital allocation process in security markets, the formulation of investment policies and strategies, and other investment-related topics.

**601. Cases in Managerial Accounting (5)**

The study of the uses of accounting information in support of the managerial functions of planning and control as well as the analysis and interpretation of cost data relevant to business policy implementation. Prerequisites: BUA 501 or equivalent preparation.

- 605. Advanced Auditing (5)**  
This course builds on the introductory auditing course by focusing on application of auditing concepts and principles to the various business reporting cycles. Technology and global issues affecting the quality of information are addressed, as well as the legal and ethical issues confronting the accounting professional.
- 606. Accounting Theory (5)**  
Provides students with a capstone accounting course in which proposed, recently-issued pronouncements and previously-studied concepts of financial accounting are examined and evaluated in light of the theoretical bases and policies underlying U.S. GAAP.
- 615. Managerial Macroeconomics (5)**  
As a course in applied macroeconomics, Managerial Macroeconomics examines, within the framework of managerial decision-making, the economic theories and policy choices in national and global economic issues.
- 617. Financial Markets (5)**  
An in-depth study of the functions of the international monetary system, the currency exchange market and the role these markets play in the firm's financial decisions.
- 620. Legal & Ethical Environment of Business (5)**  
Addresses the legal and ethical implications of business decisions. Topics may include legal organization, employment, discrimination, contract, workplace safety, product liability and antitrust issues. Cost-benefit analysis will be used as a tool to evaluation business decisions in light of existing legal rules and social responsibility.
- 622. Business Ethics (5)**  
A study of current social problems faced by business, with particular attention paid to the background factors giving rise to those problems, various proposed solutions, and the approach that is currently being followed.
- 623. Interpersonal Relations in Organizations (5)**  
A study of human interaction in the organizational context. Topics to be covered include self-concept, values, attitudes, prejudice, perception and interpersonal attraction.

- 626. History of Business (5)**  
A survey of business in Western civilization, beginning with the commercial revolution, this course emphasizes the American experience from the Colonial period. Attention is paid to developments in technology, organizational structure and management theories.
- 627. Entrepreneurship (5)**  
A study of entrepreneurship and its role in our socioeconomic systems, and the basic business and management function involved in the initiation and operation of a small business. Emphasis is placed on the development and presentation of a comprehensive proposal for the initiation of a business enterprise by each individual student.
- 628. Human Resource Management (5)**  
Study of the major activities of the human resource management function, and their influences on employee effectiveness and relationships to such external influences as labor markets and governmental regulation.
- 629. Training & Development (5)**  
An introduction to the theory and techniques of preparing and delivering corporate training programs. Training programs are used to create learning environments where the firm's work force encounter and incorporates new information in order to improve leadership, communication, skills, problem solving, and safety. The topics addressed include strategic assessment of training needs, the nature of the adult learner, training presentation techniques and assessment of training programs.
- 632. Managing Across Cultural Differences (5)**  
A study of the challenges faced by organizations and their leaders when operating in a culturally diverse business environment.
- 635. Quality Management & Problem Solving Tools (5)**  
Provides an intensive analysis of the primary concepts related to the field. Quality Management is presented as both a discipline and a process and thus, the course will cover both the theoretical (i.e., quality theory) and applied (i.e., major problem solving tools & techniques) perspectives. The final 'Quality Project' will be a culmination of the theory and tools learned in the course.

- 640. Research Methods (5)**  
Focuses on the survey research process and the analysis of data. Covers topics such as problem definition, research design, sampling techniques, questionnaire development, data collection methods, and data analysis.
- 642. Managerial Finance (5)**  
A study of the theory, principles, analytical procedures and problem-solving techniques incorporated in the management of the firm's flow of funds. Includes such topics as: capital structure, financing, working capital management, and maximization of market values.
- 643. Business Analysis and Valuation (5)**  
This course focuses on analyzing and valuing current and potential investments with emphasis on external expansion opportunities. Accounting-based and discounted cash flow methods of valuation are discussed as well as the effects that various legal, accounting and tax issues may have on such analyses. The course also examines methods of predicting financial distress and alternative forms of financial reorganization.
- 644. Business Investment Analysis (5)**  
Focuses on the financial analysis of business investment decisions, with primary emphasis on internal expansion opportunities. Case studies provide the context for discussing the capital budgeting process and the methods of evaluating alternative investments.
- 645. Corporate Capital Structure (5)**  
Focuses on the determination and evaluation of alternative corporate capital strategies. Topics will include a study of debt, equity and hybrid financial instruments issued by corporations to fund operating and investing activities. Valuation methods, cost of capital and dividend policy will also be studied.
- 646. Selected Readings (5)**  
Designed to allow critical review of the concepts and thought undergirding current management practice; shaping tomorrow's management style and influencing the evolution of the environment in which we manage.  
*Prerequisites:* 40 or more credit hours in 600-level MBA, courses including BUA 621, 636 and 643 or 644.

**680-684. Special Topics (5)**

A series of special topic courses in Accounting (680), Economics (681), Finance (682), Management (683) and Marketing (684), providing students with exposure to issues and concepts not covered in their regular course work.

**695/696. Directed Independent Research (5)**

The independent research is available to students who wish to pursue an in-depth study of a business/economics topic beyond what is covered in the regular course offerings. No more than 10-quarter hours may be applied toward the student's graduation requirements.

**Level III - Capstone Course: required****671. Management Simulation (5)**

Use of a computer-based business simulation model to integrate concepts and learning related to all functional areas of the firm. The course is designed to further develop problem-solving skills in an environment specifically designed to simulate the real business world, to provide the student with an understanding of the external, non-market implications of problems that affect internal decisions, and to exercise interpersonal and communication skills in a team approach to decision-making. *Prerequisites:* 30 or more credit hours in 600-level MBA courses, including BUA 621, 636, and 643 or 644.

## DEGREE REQUIREMENTS AND COURSES: GRADUATE EDUCATION PROGRAMS

### Introduction

The Education Department of LaGrange College offers two masters degree programs. The Master of Arts in Teaching (M.A.T.) induction program is an alternative route to certification designed for those with a four-year degree who wish to become secondary teachers in high schools or middle schools. The Master of Education in Curriculum and Instruction (M.Ed.) is an advanced degree for practicing educators.

### Application for Admission to Programs

#### Admission Requirements: Master of Arts in Teaching

Students apply for admission to LaGrange College graduate programs through the Graduate Admission Office. Ordinarily, candidates for the M.A.T. induction program begin courses in June of one year and conclude the program in July of the following year. The Admission Officer will maintain records of admission and supporting documents, a checklist of entry requirements, and candidacy status. Transcripts and coursework will be examined to determine appropriateness for the M.A.T. induction program. Candidates are required to maintain a 3.0 grade point average.

For **unconditional** acceptance to the Master of Arts in Teaching program, an applicant must:

1. submit satisfactory official transcripts from each graduate and undergraduate institution attended;
2. supply three letters of recommendation;
3. complete an interview with members of the Education Faculty
4. provide criminal background check and verify that no criminal record or dishonorable discharge from the armed services will prevent teacher certification;
5. earn a minimum score on the TOEFL exam of at least 550 if English is not the applicant's primary language;
6. provide passing scores for the Praxis I requirement
7. present a completed application with a non-refundable \$20.00 fee.

## **Admission Requirements: Master of Education in Curriculum and Instruction**

For **unconditional** acceptance to the Master of Education program, an applicant must:

1. provide evidence of a baccalaureate degree from an accredited college or university with cumulative grade point average of at least 3.0 (on a 4.0 scale);
2. submit official transcripts from each graduate and undergraduate institution attended;
3. forward a total score of 800 or above on the quantitative and verbal sections of the Graduate Record Examination **or** a score of 40 or above on the Miller's Analogy Test (the scores for either test must be less than five years old);
4. supply three letters of recommendation;
5. earn a minimum score on the TOEFL exam of at least 550 if English is not the applicant's primary language;
6. complete an interview with members of the Education Faculty if the Department Chair determines that such an interview is necessary;
7. possess a state-approved teaching certificate;
8. verify that no criminal record or discharge from the armed services will prevent continuing teacher certification; and
9. present a completed application with a non-refundable \$20.00 fee.

### **Conditional Admission**

After interviewing with education faculty, students may be admitted conditionally if examination scores are pending. Acceptable scores must be presented within 10 semester hours of coursework.

### **Probationary Status**

If any admissions criteria falls marginally short of minimum requirements students may be admitted with probationary status, which will be reevaluated after six semester hours. The student has one academic term in which to remove the probationary status. Failure to do so will result in being dropped from the program.

## **Teacher Certification**

The M.A.T. induction program requires an internship component in schools either through a provisional certificate or field experiences. Candidates will be recommended for initial certification in the State of Georgia at level 5 when they have completed program coursework satisfactorily and met the Praxis II requirement. Those completing the M.Ed. program are also completing requirements for level 5. Some M.Ed. candidates may choose to work with faculty members in developing a portfolio for National Board for Professional Teaching Standards (NBPTS) certification.

## **Grades**

All graduate programs require the student to maintain a grade point of 3.0. No credit toward the degree will be awarded for any grade below 2.0 (C).

## **Time Limitations**

Candidates must complete all requirements for their degree within five years starting from the date of admission to the program. All courses or requirements that do not meet this requirement must be repeated.

## **Transfer Credit**

With the approval of the Department Chair, up to 6 semester hours of credit in appropriate courses from an accredited degree program may be applied toward a degree. Petitions for approval of transfer credit should be made to the Department Chair. The final 12 hours of study must be completed at LaGrange College.

## **Candidacy**

Admission to graduate study does not constitute admission to candidacy for a masters degree. Students must complete 18 semester hours of graduate credit with an overall grade average of 3.0 (B) or higher on graduate courses taken. No grades below a 2.0 (C) will be accepted. In the event a student does not meet candidacy requirements after 18 semester hours, the student will be placed on probationary status. The student has two semesters in which to remove the probationary status. Failure to do so will result in being dropped from the program. All requests for exceptions must be addressed to the Department Chair.

# **Graduation Requirements**

## **Master of Arts in Teaching**

All candidates shall successfully complete 36 semester hours with a 3.0 (B) average or better, complete internship or student teaching, and make an Exit Presentation. The Exit Presentation consists of a portfolio review, reflections to the group on teaching and learning experiences in schools, and a teaching video clip.

## **Master of Education in Curriculum and Instruction**

All candidates shall successfully complete 30 hours of coursework with a 3.0 (B) average or better and complete and present their Graduate Field Project.

## **Extension and Correspondence**

Graduate credit is not allowed for work done in extension or by correspondence.

## **Course Load**

A graduate full-time course load is 6 semester hours for the summer sessions. In addition to summer sessions, M.A.T. candidates also take 12 semester hours in the fall, one interim course, and 9 semester hours in the spring. The M.Ed. full-time course load is 6 semester hours. Loads may not be exceeded without permission from the Department Chair and the Vice President for Academic Affairs and Dean.

## **Applying for Graduation**

One semester prior to the anticipated date of graduation, the graduate candidate must file, through the advisor, an application for graduation with the Vice President for Academic Affairs and Dean. Any changes must be approved by the advisor and the Vice President for Academic Affairs and Dean. The applications for graduation are available from the Education Department office.

## Guidance and Counseling

1. Upon acceptance, the student is assigned an advisor.
2. With the help of the advisor, each student plans a program of study to satisfy the requirements of the selected masters program.
3. In order to establish definite goals as well as intermediate objectives, a periodic checklist and definite timetable will be mutually agreed upon by the student and advisor.
4. Students are responsible for seeking advisement and meeting graduation requirements.

## Courses

### Master of Arts in Teaching

Course	Title	Credit Hours
EDUC 6010	Assessment and Accountability	3
EDUC 6020	Educational Technology	3
EDUC 5020	Methods of Teaching and Learning	3
EDUC 5030	Research in Secondary Curriculum and Instruction	3
EDUC 5040	Affirming Diversity in the Classroom	3
EDUC 5060	Secondary Students with Special Needs	3
EDUC 5700	Student Teaching	12
EDUC 6030	Problems in Reading	3
EDUC 6040	Foundations of Curriculum and Instruction	3

### Master of Education in Curriculum and Instruction

Course	Title	Credit Hours
EDUC 6010	Assessment and Accountability	3
EDUC 6020	Educational Technology	3
EDUC 6030	Problems in Reading	3
EDUC 6040	Foundations of Curriculum and Instruction	3
EDUC 6050	Historical Perspectives of Education	3
PSYC 5504	Advanced Educational Psychology	3
EDUC 6060	Literature Across the Curriculum	3
EDUC 6070	Contemporary Issues in Curriculum and Instruction	3
EDUC 6080	Differentiated Instruction and Student Diversity	3
EDUC 6080L	Graduate Field Project	0
EDUC 6090	Educational Research	3

## **Course Descriptions**

### **5020 Methods of Teaching and Learning (3)**

This course explores secondary teaching and learning from a pedagogic perspective. Models of teaching will be studied and applied. Includes field experience components.

### **5030 Research in Secondary Curriculum and Instruction (3)**

Course focuses upon historical, descriptive, and experimental inquiry. Emphasis on interpretation of research, particularly in secondary curriculum and instruction. Overview of the inquiry process, fundamental statistics, issues of reliability and validity, and landmark research impacting educational practice.

### **5040 Affirming Diversity in the Classroom (3)**

This course affirms student diversity and focuses upon the need for teachers to use a variety of instructional strategies in secondary education. Students will be introduced to ways of differentiating instruction and will incorporate the prevailing theories of cognition and intelligence in their practice. Field experience component.

### **5060 Secondary Students with Special Needs (3)**

A study of identification and diagnostic techniques for secondary teachers as related to areas of exceptionality among students, alternative styles of teaching to meet special needs, and related legal issues.

### **5700 Student Teaching (12)**

Secondary preservice teachers are placed in a local high school for a minimum of twelve weeks, gradually assuming total responsibility for their classes. They will participate in classroom teaching and observation, planning and evaluation conferences, and other school related experiences with guidance provided by the cooperating teachers and College supervisor. Several seminars will be held in conjunction with these experiences and will address a variety of topics. Portfolio elements required.

### **6010 Assessment and Accountability (3)**

This course is designed to acquaint students with the basic principles of assessing learning using many different techniques and strategies. Among the areas addressed will be theory, methods, standardized tests, and fundamental statistical concepts. In addition the students will study testing, grading, ethical considerations, and current issues in educational assessment.

**6020 Educational Technology (3)**

Connecting technology with teaching and research. Use of audio, video, and computers to increase learning, teacher efficiency and research capabilities.

**6030 Problems in Reading (3)**

A study of adolescent students with reading problems. This course addresses reading skill development in special populations including those with limited English abilities, problems in content reading assignments, and nonreaders in the secondary school setting. Special attention is given to developing strategies for teaching reading and writing in secondary school curriculum to readers at various skill levels. Students from the M.A.T. and M.Ed. program will work together in developing resources for effective teaching based on the Georgia QCC objectives and standards from IRA and NCTE.

**6040 Foundations of Curriculum and Instruction (3)**

This course provides candidates with an overview of the theories and models that have shaped the way curricula have developed and the way processes, tools, and applications affect instructional practices. The course examines current educational issues that continue to shape curriculum and instruction in our schools.

**6050 Historical Perspectives of Education (3)**

This course uses an historical lens to explain why educational practices are as they are today. The course includes primary research with historical material.

**6060 Literature Across the Curriculum (3)**

This course is designed to examine literature genres and current trends in children's and adolescents' literature with special focus on integrating the curriculum through books. Some emphasis will be placed on ways to select books wisely for instruction, pleasure, and enrichment. Other components include designing lessons and instructional resources using Georgia QCC objectives, award winning books, and standards from IRA and NCTE.

**6070 Contemporary Issues in Curriculum and Instruction (3)**

This course focuses primarily on curriculum and explores issues in curriculum and instruction from an educational literature perspective. Students will investigate curriculum development, implementation, and evaluation as well as local and national standards. Students will utilize texts and professional journals to become knowledgeable practitioners with regard to curriculum and instruction.

**6080 Differentiated Instruction and Student Diversity (3)**

This course affirms student diversity and addresses the need for teachers to use a variety of instructional strategies. Teachers will explore ways of differentiating instruction and will incorporate prevailing theories of cognition and intelligence in their practice. The course will address issues that may lead to Graduate Field Projects.

**6080L Graduate Field Project (0)**

Project proposal preparation.

**6090 Educational Research (3)**

This course focuses upon theory, methods, and basics of educational research. Students explore the inquiry process, fundamental statistics, and consider issues of reliability and validity. Use of Galileo, references and resources, statement of a problem, expression of hypotheses, research design, organizing the review of literature, gathering data, basic statistical analysis of data, reporting and discussing findings, and drawing conclusions are components of the course. Candidates will consider research opportunities for their Graduate Project.

**6300 Seminar: Education (3)**

Designed to meet individual needs of graduate students.

**PSYC 5504 Advanced Educational Psychology (3)**

A seminar course with emphasis upon motivation, methods of learning, ability level, behavioral characteristics, and individual differences.

## GRADUATE FACULTY

### *Business Division*

#### **Cindi S. Bearden (2001)**

Assistant Professor of Business

B.S. Jacksonville State University; M Acct, University of Alabama; CPA

#### **Jon Birkeli (1987)**

Ely R. Callaway, Sr. Chair in International Business

Chair of Division of Business

A.B., Lenoir-Rhyne College; Ph.D., University of South Carolina

#### **Roland B. Cousins (1990)**

Professor of Management

B.S., M.S., Virginia Tech; D.B.A., Indiana University

#### **Jennifer L. Hampton (2000)**

Assistant Professor of Law and Accountancy

B.S., University of Georgia; M.Tx., Georgia State University; J.D., University of Chicago; CPA

#### **Lisa D. McNary (2000)**

Assistant Professor of Management

B.A., Louisiana State University; M.S., Lamar University; Ph.D., University of New Mexico; Post-Doctoral Study, Ohio State University

#### **Lydia W. Rosencrants (1999)**

Boatwright Assistant Professor of Accountancy and Accountancy Program Director

B.S., University of Richmond; Ph.D., Michigan State University; CPA, CMA

#### **Julie Z. Sneath (1999)**

Assistant Professor of Marketing

B.S., University of Arkansas; M.S., Ph.D., Georgia State University

## ***Education Division***

### **Jennifer S. Harrison, (1995)**

Associate Professor of Education; Chair, Division of Education  
Baccalaureate, University of Warwick; M.Ed., University of Colorado  
Ph.D., University of Florida

### **Joyce Hillyer (1995)**

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B.S., M.Ed., Ed.D., Auburn University

### **Don Livingston (2001)**

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B.S. Drexel University; M.Ed., West Chester University  
Ed.D., Georgia Southern University

## ***Faculty from Other Departments***

### **David Oki Ahearn (1995)**

Assistant Professor of Religion and Philosophy  
B.A., Austin College; M.Div., Southern Methodist University;  
Ph.D., Emory University

### **Joseph J. Cafaro (1984)**

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A.A., Manatee Junior College; B.A., Florida Atlantic University;  
M.A., Ph.D., Florida State University

### **Nina Dulin-Mallory (1989)**

Associate Professor of English; Chair, Department of English  
B.A., Clemson University; M.Ed., LaGrange College  
Ph.D., Auburn University

### **Charles H. Evans (1981)**

Professor of Psychology  
B.S., M.S., Ph.D., University of Georgia

### **S. G. Hornsby (1966)**

Professor of English  
B.S. Ed., M.A., University of Georgia  
Ph.D., Auburn University

**John C. Hurd (1974)**

Professor of Biology; Chair, Department of Biology  
B.S., Alabama College; M.S., Ph.D., Auburn University

**Charles P. Kraemer (1978)**

Professor of Psychology; Chair, Division of Social and Behavioral Sciences  
B.A., LaGrange College; M.S., Ph.D., University of Georgia

**Greg A. McClanahan (1988)**

Candler Professor of Mathematics; Chair, Department of Mathematics  
B.S., M.S., Auburn University  
Ph.D., Clemson University

**Frederick V. Mills (1967)**

Professor of History; Chair, Department of History  
A.B., Houghton College  
S.T.B., Temple University; M.Th., Princeton University  
M.A., Ph.D., University of Pennsylvania

**Francis A. O'Connor (1997)**

Assistant Professor of Latin American Studies  
B.A., University of Pennsylvania; M.A., Idaho State University;  
Ph.D., University of Iowa

**William G. Paschal (1994)**

Associate Professor of Biology  
B.S., Saint Joseph's College  
Ph.D., Indiana University School of Medicine

**Bailey Brooks Shelhorse, Jr. (1968)**

Professor of Mathematics and Computer Science  
A.B., LaGrange College; M.A., Louisiana State University  
M.Ed., Washington State University; M.S., University of Evansville  
Ph.D., Georgia State University

**Kevin L. Shirley (1998)**

Assistant Professor of History  
B.A., M.A. (history), M.A. (religion),  
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**Timothy N. Taunton (1984)**

Associate Professor Art and Design  
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M.F.A., Louisiana State University

**Brenda W. Thomas (1989)**

Associate Professor of English

A.B., Samford University; M.A., Auburn University;

Ph.D., Georgia State University

**Carol M. Yin (1991-1994, 1996)**

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**Kuo-Chuan Yin (1994)**

Associate Professor of Mathematics

B.S., National Chung Hsing University

M.S., Ph.D., Auburn University



# LAGRANGE COLLEGE

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